

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

CENTRE FOR POSTGRADUATE STUDIES

**PROPOSAL TO ORGANIZE …..**

1. **INTRODUCTION**

The objective of this paper is to seek the approval to organize and to approve the budget allocation from the relevant authorities for……..

1. **OBJECTIVES**

Following are the intended objectives of the events:

1. **PROPOSED SPEAKER & PARTICIPANTS**

3.1 Speakers:

1. Alumni
2. Postgraduate Student
3. Professional body
4. IIUM Top management and Staff

3.2 Participants:

1. IIUM Postgraduate Students
2. IIUM staff
3. **PROPOSED TENTATIVE OF THE PROGRAMME**
4. **COMMITTEES**
5. **FINANCIAL IMPLICATION**

The budget will be utilized from the Trust Fund Budget S 128 0001 - Student Co-Curricular Activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Particulars** | **Quantity** | **Amount**  **(RM)** | **Total Amount (RM)** |
| 1. | Honorarium for speaker |  |  |  |
| 2. | Miscellaneous |  |  |  |
| **GRAND TOTAL** | | | |  |

1. **CONCLUSION**

The authorities are kindly requested to approve the proposed programme and budget as requested to enable the committee to proceed with the necessary preparation.

|  |  |
| --- | --- |
| Approval from Kulliyyah Level | |
| Prepared by:  **Nur Farah**  Students  Date: | Verified by:  **Bakhtiar Mohd**  Officer In charge at CoS  Date: |
| Approved by:  **Dr. Fazidah Amin**  Deputy Dean  Date: | |
| Approval from Centre for Postgraduate Studies | |
| Checked by:  **Nur Damia Qistina Berahim**  Assistant Director  Date: | Recommended by:  **Assoc. Prof. Dr. Shahrul Na’im Sidek**  Deputy Dean (Research, Publication and Student Development)  Date:Scholarship) |
| Approved by:  **Prof. Dr. Ida Madieha Abdul Ghani Azmi**  Dean, CPS  Date: | |